



**District Board Meeting  
Tuesday July 13, 2021  
Madras Chamber of Commerce**

**Minutes**

**Attending**

Board: Guy Chittenden, Royce Embanks, Karen Esvelt, Stephen Hillis, Susan Stovall

Staff: Jane Ellen Innes

**I. Call to Order**

Chairperson Karen Esvelt called the meeting to order at 3:34

**II. Acceptance of Agenda and Establishment of a Quorum**

A quorum was present. Susan Stovall moved, Stephen Hillis seconded to approve the agenda with flexibility. Motion passed unanimously.

**III. Public Comment**

None.

**IV. Review/Approval Minutes**

A. Susan Stovall moved, Stephen Hillis seconded, to accept the minutes of the

– Regular Meeting – June 08, 2021

– Budget Hearing – June 15, 2021

– Board Meeting – June 15, 2021

– Board Workshop – June 15, 2021

Motion passed unanimously.

**V. Finance Report**

The Board reviewed the financial documents for the period ending July 31, 2021.

**VII. Old Business**

A. Facilities – Annex/Blue Duplex. Hillis requested that the Library contact Audiovisions and coordinate disassembly. He also suggested selling equipment and purchasing new equipment later. Innes will attend the Film Committee meeting on July 27 to hear the committee's decision.

**VIII. New Business**

A. Calendar – Since becoming a federal holiday, Juneteenth will be added as a staff holiday; the Personnel Policies will be updated accordingly

B. Policy Review – Innes continues reviewing Operation, Personnel, and Financial policies as time allows.

1. Governance | Governing Style (p. 11). The Board asked Innes to review this policy and report at the next meeting if she thought the Board was in compliance.
2. Executive Limitations | Financial Planning and Budgeting (p 19). Board members agreed it was in compliance with this policy

The Board was reminded that Margo Helphand is scheduled to meet with the Board and Library administration on October 8, 2021.

**IX. Reports**

A. Director and Team. The June department report was reviewed and Innes provided clarifications where required.

B. Facilities

The staff is working at finding storage for the contents of Annex that the Library is keeping. Maintenance staff continue to modify the inside of the Blue Duplex. The deadline for emptying the Annex is August 31, 2021.

C. Property

The 8<sup>th</sup> street property will come down with the Annex. Repair of the property adjacent to the Library continues. The remaining properties on 7<sup>th</sup> Street remain occupied.

**X. Other Business**

None.

**XI. Adjournment**

With no further business before the board, Hillis moved that the meeting adjourn. Chittenden seconded and the meeting ended at 4:48 pm. Approved unanimously.

Respectfully submitted,

Jane Ellen Innes  
Secretary to the Board